

**AGENCY:** U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** Indoor Air Quality Projects in EPA Region 10 (2006)

**ACTION:** Request for Proposals (RFP)

**RFA NO:** EPA-R10-IAQ-01-06

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.034

**DATES:** RFP Issued: *January 30, 2006*  
Closing Date: *March 24, 2006, 5:00 p.m. Pacific Standard Time (PST)*  
Proposals must be postmarked by, delivered to EPA Region 10, or received by grants.gov by the closing date and time. **No late proposal will be accepted.**  
Expected Start Date of Selected Grant(s): *On or after 09/01/2006*

**SUMMARY:**

EPA Region 10 is soliciting proposals from organizations to fund indoor air quality (IAQ) projects that address any of the five grant program priority areas: assistance on adoptions of EPA's *IAQ Tools for Schools* program; indoor asthma triggers education and exposure reduction; environmental tobacco smoke (ETS) education and exposure reduction; general IAQ training, education, and outreach; and multi-priority IAQ projects (i.e., projects that address more than one of the above priority areas). The statutory authority for this funding opportunity is provided under the Clean Air Act (CAA) Section 103(b).

**FUNDING/AWARDS:**

EPA Region 10 plans to award up to four project grants in fiscal year 2006 of between \$15,000 and \$40,000 each. Total funding for fiscal year 2006 will depend on resource availability, but in fiscal year 2005 Region 10's Indoor Air and State and Tribal programs awarded a total of \$170,000 in grants.

**CONTENTS BY SECTION**

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration
- VII. Agency Contacts
- VIII. Other Information

**Section I – Funding Opportunity Description**

## **A. Background**

The goal of Region 10's Indoor Air Program is to decrease health effects caused by poor IAQ by improving both knowledge of IAQ and actual indoor environmental conditions. Comparative risk studies performed by EPA and its Science Advisory Board have ranked indoor air pollution among the top five environmental risks to public health. Indoor air pollutants can both cause asthmas and make existing asthmas worse, among other health problems. Children may be especially vulnerable to these health effects. EPA estimates that indoor air levels of many pollutants may be 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels are of particular concern because it is estimated that most people spend as much as 90% of their time indoors. Funds are available for these grants under Section 103 of the CAA.

## **B. EPA Strategic Plan Linkage and Anticipate Output/Outcomes**

### **1) Linkage to EPA Strategic Plan**

This competitive funding announcement supports EPA's Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.1.1 – More People Breathing Cleaner Air

### **2) Outputs**

Project outputs should aim to increase the awareness, capacity and action of the public to reduce exposure to indoor air pollution. Examples of outputs include, but are not limited to:

- Number of schools will be adopting *IAQ Tools for Schools*, number of children will be served, number of school nurses will be trained,
- Number of trainings will be held,
- Number of supplies/brochures will be distributed.

### **3) Outcomes**

Project outcome should have measures of health or environmental improvements that resulted from the project outputs. Examples of outcomes include, but are not limited to:

- Reduction in school days missed because of illness,
- Reduction in reported asthma attacks,
- Measurable changes in indoor air,
- Increased public knowledge.

## **C. Program Priorities**

### **1) Assisting Adoption of EPA's *IAQ Tools for Schools* Program**

The major goal of this work is to reduce school occupant exposure to indoor air pollutants and asthma triggers through implementation of the *IAQ Tools for Schools* program. As school buildings have gotten older and budgets have been tightened, poor IAQ in schools has become increasingly difficult to address in an effective and affordable manner, but it can have important

effects on health and learning. EPA has responded to this issue with *IAQ Tools for schools* program. Designed as a low cost/no cost solution to many common indoor air quality problems, *IAQ Tools for Schools* teaches school staff to prevent and resolve IAQ problems and identify practical solutions to IAQ problems. Projects under this priority must agree to adopt *IAQ Tools for Schools*.

Adoption includes:

- Designating an IAQ Coordinator and/or IAQ Team for each school.
- Completing the relevant *IAQ Tools for Schools* kit checklists or reasonable modification to the checklist
- Conducting a school walkthrough
- Establishing an IAQ management plan with priorities listed for addressing identified issues

Projects Under this priority must use of the following methods to assist the adoption of *IAQ Tools for Schools*:

- a) School districts may utilize district staff or external consulting personnel to facilitate adoption of the *IAQ Tools for Schools* program through out a school district or group of schools districts. School districts, Educational Service Districts (ESDs), and groups of school districts are encouraged to apply. A letter of commitment from a school district administrator will be necessary for this approach;
- b) Community-based groups, Parent/Teacher Associations, etc., may elect to work with a school district or group of school districts directly in the adoption of *IAQ Tools for Schools*. A letter of commitment from a school district detailing the roles and responsibilities of both the school and the applicant and a plan for coordination and cooperation will be necessary for this approach;
- c) A college, university, or a state or local government agency may wish to work directly with a school district or several districts to oversee adoption of *IAQ Tools for Schools*. A letter of commitment from a school and the applicant and a plan for coordination and cooperation will be necessary for this approach.

## **2) Indoor Asthma Trigger Education and Exposure Reduction**

The goal of these projects is to decrease the number of asthmatics exposed to indoor environmental asthma triggers.

Proposals under this priority should achieve one or more of the following results:

- a) Educate childcare providers on indoor asthma triggers and actions to reduce triggers in childcare settings
- b) Implement an established school-based program which provides direct education to children and/or school nurses about identifying and managing indoor asthma triggers

- c) Implement a program which educates parents of children with asthma about identifying and managing indoor asthma triggers
- d) Implement a program which educates health care professional about the importance of integrating environmental management into asthma care
- e) Implement a program in which lay health educators or peers provide education to families on identifying and managing indoor asthma triggers
- f) Implement an innovative approach to reducing the public's exposure to environmental asthma triggers

### **3) Environmental Tobacco Smoke (ETS) Education and Exposure Reduction**

The goal of these projects is to decrease the number of people, especially children, exposed to environmental tobacco smoke (ETS), by motivating residents who smoke to make their homes and cars smoke-free.

Proposals under this priority should achieve one or more of the following results:

- a) Refine and expand ETS outreach efforts to communities that are proportionately affected by ETS exposure
- b) Increase awareness of ETS exposure intervention methods among health care professionals
- c) Reach new parents of infants
- d) Increase utilization of EPA's Smoke-Free Pledge program (see [www.epa.gov/smokefree](http://www.epa.gov/smokefree))

### **4) General IAQ Training, Education, and Outreach**

As awareness of indoor air quality issues grows, there is an increasing need to provide high quality education and outreach to the public.

Proposals under this priority should achieve one or more of the following results:

- a) Provide *Building Air Quality* training for facility managers
- b) Provide training to the public on general IAQ, including mold
- c) Disseminate IAQ fact sheets and information to the public
- d) Provide training that will allow school districts or local health district staff to implement the *IAQ Tools for Schools* program

## **5) Multi-priority IAQ Projects**

These projects should focus on two or more of the IAQ priority areas identified in Section I-C. priorities 1 – 4.

### **Section II – Award Information**

#### **A. What is the amount of funding available?**

EPA Region 10 plans to award between \$15,000 and \$40,000 for each selected proposal. Total funding for fiscal year 2006 will depend on resource availability, but in fiscal year 2005 Region 10's Indoor Air and State and Tribal programs awarded a total of \$170,000 in grants.

#### **B. How many agreements will EPA award in the competition?**

EPA Region 10 anticipates to award up to four grants for fiscal year 2006. Should additional funding become available for awards, the Agency may award additional grants based on this solicitation and subsequent rankings for up to four months without further notice or competition. EPA also reserves the right to reject all proposals and make no awards.

#### **C. What is the project period for awards resulting from this solicitation?**

All grants will have a 9/1/2006 or 10/1/2006 start date. The project periods may vary between 12 to 24 months.

#### **D. Will EPA consider partial funding for proposed projects?**

No. All selected proposals will be negotiated and awarded in full amount.

### **Section III – Eligibility Information**

#### **A. Eligible Entities**

Assistance under this program is generally available to States, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia; international organizations; public and private universities and colleges; hospitals; laboratories; and other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission. For certain competitive funding opportunities under this CFDA program description, the Agency may limit eligibility to compete to a number or subset of eligible applicants consistent with the Agency's Assistance Agreement Competition Policy

Nonprofit organization, as defined by OMB Circular A-122, means any corporation, trust association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its

operations. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of “nonprofit organization” because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

Proposals that do not substantially comply with the application/proposal submission instructions and requirements set forth in Section IV of this announcement will be rejected. In addition, where a page limit is expressed in Section IV with respect to parts of the proposal, pages in excess of the page limitation will not be reviewed. Proposals must be received by the EPA, posted marked, or through [www.grants.gov](http://www.grants.gov) on or before the solicitation closing date published in Section IV of this announcement.

Proposals received after the published closing date will be returned to the sender without further consideration.

#### **B. Are matching funds required?**

No.

#### **C. Criteria Threshold**

*All proposals must meet at least one of the Program Priority requirements and results as stated in Section I-C of this announcement. Proposals failed to meet the requirements will be rejected.*

*Applicants must identify in the proposals that the project(s) is either intended to serve tribal communities or State/local communities. Proposals failed to meet this requirement will be rejected.*

### **Section IV – Application and Submission Information**

#### **A. Content and Form of Application Submission**

Proposals should be limited to seven pages (not including Standard Form SF-424, SF-424A, and letters of support). Page size should be 8.5 x 11” with font size of 11 points or larger and margins no smaller than one inch. **Information beyond seven pages will not be reviewed.** Full application packages should not be submitted at this time. The following information must be included in all proposals submitted regardless of the mode of submission:

- Completed Page 1 of Standard Form SF 424<sup>1</sup>, Application for Federal Assistance with DUNS number (see Section VIII for details)
- Completed Page 1 of Standard Form SF 424A, Budget Information – Section B
- Project Title
- Name of applicant organization
- Contact information, including name, phone number, fax number, address and email
- The IAQ priority (Section I) addressed by this project
- The beginning and ending dates of the project<sup>2</sup>
- A brief description of the need for the project
- A description of the applicant's programmatic capability<sup>3</sup>, which includes but is not limited to the following:
  - Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project
  - History of meeting reporting requirements in prior or current projects
  - Experience and plan for timely and successfully achieving the objectives of the project
  - Staff expertise/qualifications<sup>4</sup>, knowledge, and resources or the ability to obtain them to successfully achieve the goals of the project
- A description on applicant's past performance on reporting outputs and outcomes
- A work plan including a description of the project and expected outputs, outcomes, and target audience/concerns:
  - Outputs: Activities or deliverables accomplished by the grant.  
Examples of outputs: *IAQ Tools for Schools* will be adopted in X number of schools serving X number of children. OR, X number of trainings will be held, and X number of school nurses will be trained.
  - Outcomes: Measure health or environmental improvements that result from the grant outputs  
Examples of outcomes: reductions in schools days missed because of illness, reductions in reported asthma attacks, measurable changes in indoor air, increased public knowledge  
(We understand these can be tough and expensive to measure, but any information you can collect or estimate is very helpful)
  - Target Audience/concerns may include but is not limited to: Children's Environmental Health, Environmental Justice, Environmental Management of Asthma, Community Based Coalition, Native American Issues, and Schools Environmental Health
- An explanation of how the project or portions of it will be sustained beyond the life of EPA financial assistance, if applicable

---

<sup>1</sup> Standard Forms 424 and 424A may be obtained from the following website

[http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html)

The web version of the forms allows you to fill them out electronically (although you may not be able to save the file once you have filled them out).

<sup>2</sup> Start dates should be on or after September 1, 2006

<sup>3</sup> In evaluating an applicant for information provided by the applicant, EPA may consider information from other sources including Agency files.

<sup>4</sup> Resumes are not required, but will be accepted, and do not count toward the page total

- A brief budget narrative containing the following categories:
  - Personnel
  - Fringe benefits
  - Travel
  - Equipment (materials that are greater than \$5000 per piece)
  - Supplies (material that are less than \$5000 per piece)
  - Contractual
  - Other/miscellaneous costs
  - Total direct costs (sum of above costs)
  - Indirect charges (either be a negotiated rate with a federal agency or calculated “actual” rate)
  - Total

Please include a brief breakdown of costs (such as salary and benefit rates, number of trips taken and cost per trip). If staff will need training or you will need to purchase IAQ monitoring equipment for your organization, be sure to include that in the budget.

- If you are proposing to do *IAQ Tools for Schools* work, include at least one letter of support from a school district administrator, expressing an intention to adopt the *IAQ Tools for Schools* program. The letters do not count toward the page total.

## **B. Multiple proposals**

Applicants interested in serving both tribal and State/local communities should submit two different proposals for the respective communities. Proposals will undergo separate review. Applicants are limited to a total of two proposals and one proposal per general communities served (ex. one tribal and one non-tribal). ***Proposals failed to identify the intended communities being served by the project, either tribal or State/local, will be rejected.***

## **C. Submission Dates and Times**

Please note that you may choose to apply under this announcement in one of the three ways. If you wish to apply with hard copy submission, please follow the instructions under “Hard Copy Submission” below. If you wish to apply electronically, you may apply via email or Grants.gov, please follow the appropriate instructions under “Electronic Submission” below. EPA encourages applicants to submit their proposal materials electronically through <http://www.grants.gov>.

Faxed applications will not be accepted. Proposals received after the due date will not be considered for funding. EPA Region 10 will send acknowledgments to applicants upon receipt of the proposal.

### **Hard Copy Submission**

If an applicant chooses to submit a hard copy of the application, please send or hand deliver all original signed copies of materials required in Section IV–A, no binders or spiral binding to:



U.S. EPA Region 10  
Attn: Davis Zhen  
1200 Sixth Avenue, AWT-107  
Seattle, WA 98101

EPA will consider all proposals submitted as hard copies which are post-marked by the U.S. Postal Service, express mail, hand delivered to the Agency, or official delivery service documentation indicating EPA acceptance from a delivery service, **on or before March 24, 2006.**

### **Electronic Submission**

### **Email Submission**

Electronic applications will also be accepted. If submitting via email, applicant must submit application in either MS Word, PDF or WordPerfect format with all required information listed in Section IV-A. All submissions must be sent to **zhen.davis@epa.gov.**

Email submission must be received by EPA **on or before 5:00 P.M, Pacific Standard Time, March 24, 2006.**

### **Grants.gov Submission Instructions**

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal/application must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)). You may retrieve the application package and instructions by entering the funding Opportunity Number, **EPA-R10-IAQ-01-06**, or the CFDA number **66.034** in the space provided. Then complete and submit the application package as indicated.

You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to EPA opportunities).

Application/proposal materials submitted through grants.gov will be time/date stamped electronically.

Please be sure to view the additional instructions for applying electronically under this announcement through use of grants.gov that are available for download on Grants.gov.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>.

**\*For full instructions for apply on Grants.gov, please see Attachment A for details.**

EPA will review all proposals submitted via Grants.gov **on or before March 24, 2006.**

#### **D. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

#### **Section V – Application Review Information**

Each eligible application will be evaluated according to criteria set forth below. Applications which are best able to directly and explicitly address these criteria will have a greater likelihood of being selected for award. Each application will be rated under a points system, with a total of 100 points possible.

##### **A. Evaluation Criteria**

All proposals will be evaluated based on the following criteria:

- a) The completeness of proposal, all information requested in Section IV-A provided (4 pts)
- b) The clarity of goals/objectives addressing IAQ priorities in Section I (10 pts)
- c) Programmatic capability<sup>5</sup>, as defined in Section IV (16 pts)
- d) Past performance on reporting outputs and outcomes (10 pts)
- e) The clarity of the budget, and reasonableness of costs (10 pts)
- f) Target audience and address concerns (10 pts)
- g) Strategies to provide information on program coordination and general indoor air quality within the targeted population (10 pts)
- h) Outputs and anticipated short and long term outcomes (15 pts)
- i) Benefits to communities (10 pts)
- j) Project Sustainability (5 pts)

---

<sup>5</sup> For applicants that have no relevant past performance and/or reporting history, a neutral score will be given for programmatic capability

## **B. Other Factors**

In making the final funding decisions among the most highly rated proposals in each category, additional consideration may be given by the Selection Official for Geographical Diversity purposes.

## **C. Review and Selection Process**

Applicants will be screened to ensure that they meet all eligibility criteria and will be disqualified if they do not meet the criteria. All remaining proposals will be reviewed, evaluated, and ranked by a panel of EPA reviewers using the above evaluation criteria. Once initial proposals have been reviewed, evaluated, and ranked, applicants will be notified regarding the outcome of the competition.

While all proposals submitted under this announcement will be evaluated against the above criteria, proposals submitted from tribal communities will be evaluated against each other; and non-tribal proposals will be evaluated against each other. The highest ranking proposals from each category will be recommended for award.

## **Section VI – Award Administration Information**

### **A. Award Notices**

Selections will be made approximately six weeks after the closing date of the announcement. An applicant whose proposal is selected as a finalist must complete the full grant application forms prior to award (see 40 CFR 30.12 and 31.10).

Air quality grants are awarded under the authority of Section 103(b) of the Clean Air Act & 42 USCA 7403. The regulations governing the award and administration of air quality projects are 40 CFR part 30 (community based organizations or coalitions, non-profit organizations, and colleges and universities or other institutions of higher education); and 40 CFR part 31 (State, Tribal, county city or local health or environmental agencies or departments).

### **B. EPA Funding**

EPA grant funds may be used only for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87, A-122, and A-21, as appropriate. Ineligible costs will be reduced from final grant award.

### **C. Reporting**

Grant recipients must submit quarterly progress reports and annual Financial Status Reports will be required. The quarterly reports should explain the status of each work plan task and deliverable, describe the project activities and provide the EPA Project Officer with information about project development. EPA expects grantees to report environmental results, when they are achieved, as a part of quarterly reporting. Quarterly reports may be submitted via email or paper. Reports may not be submitted by fax. The Financial Status Report (FSR) must accurately account for all federal funds expended and identify appropriate use of federal funds. A final programmatic and Financial Status Report will be required at the expiration or termination of the grant.

#### **D. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3639 (January 26, 2005) which can be found at the following web address:

<http://frwebgate5.access.gpo.gov/cgi-bin/waisgate.cgi?WAISdocID=304480516209+1+0+0&WAISaction=retrieve>

Copies of these procedures may also be requested by contacting Davis Zhen.

#### **E. Pre-Award Administrative Capability Review**

In accordance with EPA Order 5700.8, "EPA Policy on Assessing Capabilities or Non-Profit Applicants for managing assistance Awards," all non-profit applicants for a competitive announcement are subject to pre-award administrative and programmatic reviews. Non-profit applicants which qualify for funding under announcement may, depending on size of the award, be required to fill out and submit to the Grants Management Office (GMO) with supporting documents, the Administrative Capability Form contained in Appendix A of EPA Order 5700.8.

#### **Section VII – Agency Contact**

FOR FURTHER INFORMATION CONTACT:

Davis Zhen  
(206) 553-7660  
[Zhen.Davis@epa.gov](mailto:Zhen.Davis@epa.gov)

Susan Titus  
(206) 553-1189  
[Titus.Susan@epa.gov](mailto:Titus.Susan@epa.gov)

#### **Section VIII – Other Information**

EPA reserves the right to reject all proposals or applications and make no award as a result of this announcement.

The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

Duns number: As of October 1, 2003, a Dun and Bradstreet Data Universal Numbering System (DUNS) number *must* be included in every Federal grant application. This number must be included in Section 5 of the Standard Form 424.

An organization may obtain a DUNS number at [www.dnb.com](http://www.dnb.com). You should do this immediately as it take 30 business days to receive the number (however, you should first check that your organization has not already received one). There is no cost unless the organization requests expedited one-day processing, which entails a fee of \$40. The DUNS number is assigned only once and can then be used with any future grant application. *Please note that unless instructed otherwise Dun and Bradstreet may sell collected information to other companies.*

## ATTACHMENT A

### General Application Instruction

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)). You may retrieve the application package and instructions by entering the funding Opportunity Number, **EPA-R10-IAQ-01-06**, or the CFDA number, in the space provided. Then complete and submit the application package as indicated.

You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to EPA opportunities).

### Application Submission Deadline

Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) **no later than March 24, 2006**

Please submit *all* of the proposal materials described below. To view the full funding announcement, go to <http://yosemite.epa.gov/R10/AIRPAGE.NSF/webpage/Indoor+Air+Grants+Request+for+Proposals+in+EPA+Region+10> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

### Proposal/Application Materials

**The following forms and documents are required to be submitted under this announcement:**

- I. Application of Federal Assistance (SF-424)**
- II. Budget Information for Non-construction Programs (SF-424A)**
- III. Narrative Proposal**

The proposal package ***must*** include all of the following materials:

### **I. Application of Federal Assistance (SF-424)**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

### **II. Budget Information for Non-construction Programs (SF-424A)**

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

### **III. Narrative Proposal**

Proposals should be limited to seven pages (not including Standard Form SF-424, SF-424A, and letters of support). Page size should be 8.5 x 11" with font size of 11 points or larger and margins no smaller than one inch. **Information beyond seven pages will not be reviewed.** Full application packages should not be submitted at this time. The following information must be included in all proposals submitted regardless of the mode of submission:

- Completed Page 1 of Standard Form SF 424<sup>6</sup>, Application for Federal Assistance with DUNS number (see Section VIII for details)
- Completed Page 1 of Standard Form SF 424A, Budget Information – Section B
- Project Title
- Name of applicant organization
- Contact information, including name, phone number, fax number, address and email
- The IAQ priority (Section I) addressed by this project
- The beginning and ending dates of the project<sup>7</sup>
- A brief description of the need for the project
- A description of the applicant's programmatic capability<sup>8</sup>, which includes but is not limited to the following:

---

<sup>6</sup> Standard Forms 424 and 424A may be obtained from the following website  
[http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html)

The web version of the forms allows you to fill them out electronically (although you may not be able to save the file once you have filled them out).

<sup>7</sup> Start dates should be on or after September 1, 2006

<sup>8</sup> In evaluating an applicant for information provided by the applicant, EPA may consider information from other sources including Agency files.

- Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project
- History of meeting reporting requirements in prior or current projects
- Experience and plan for timely and successfully achieving the objectives of the project
- Staff expertise/qualifications<sup>9</sup>, knowledge, and resources or the ability to obtain them to successfully achieve the goals of the project
- A description on applicant's past performance on reporting outputs and outcomes
- A work plan including a description of the project and expected outputs, outcomes, and target audience/concerns:
  - Outputs: Activities or deliverables accomplished by the grant.  
Examples of outputs: *IAQ Tools for Schools* will be adopted in X number of schools serving X number of children. OR, X number of trainings will be held, and X number of school nurses will be trained.
  - Outcomes: Measure health or environmental improvements that result from the grant outputs  
Examples of outcomes: reductions in schools days missed because of illness, reductions in reported asthma attacks, measurable changes in indoor air, increased public knowledge  
(We understand these can be tough and expensive to measure, but any information you can collect or estimate is very helpful)
  - Target Audience/concerns may include but is not limited to: Children's Environmental Health, Environmental Justice, Environmental Management of Asthma, Community Based Coalition, Native American Issues, and Schools Environmental Health
- An explanation of how the project or portions of it will be sustained beyond the life of EPA financial assistance, if applicable
- A brief budget narrative containing the following categories:
  - Personnel
  - Fringe benefits
  - Travel
  - Equipment (materials that are greater than \$5000 per piece)
  - Supplies (material that are less than \$5000 per piece)
  - Contractual
  - Other/miscellaneous costs
  - Total direct costs (sum of above costs)
  - Indirect charges (either be a negotiated rate with a federal agency or calculated "actual" rate)
  - Total

Please include a brief breakdown of costs (such as salary and benefit rates, number of trips taken and cost per trip). If staff will need training or you will need to purchase IAQ monitoring equipment for your organization, be sure to include that in the budget.

---

<sup>9</sup> Resumes are not required, but will be accepted, and do not count toward the page total



If you are proposing to do *IAQ Tools for Schools* work, include at least one letter of support from a school district administrator, expressing an intention to adopt the *IAQ Tools for Schools* program. The letters do not count toward the page total.

## **Application Preparation and Submission Instructions**

**Documents I through III** listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and complete fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just complete, and then click on the box that says “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV A and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant name – FY 06 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at [support@grants.gov](mailto:support@grants.gov) or contact Davis Zhen (Project Officer for this announcement).

Application packages submitted thru Grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from [support@grant.gov](mailto:support@grant.gov)) within 30 days of the application deadline, please contact Davis Zhen at (206) 553-7660 or [zhen.davis@epa.gov](mailto:zhen.davis@epa.gov). Failure to do so may result in your application not being reviewed.